JIM THORPE BOROUGH COUNCIL WORK SESSION
May 7, 2026
MINUTES

Meeting called to order at 6:31 p.m. by Vice President Mike Yeastedt with the pledge of allegiance and a moment of silence for the armed forces, specifically those in the Middle East, first responders, and their families, and the Rodgers family.

Roll Call of Members

Police Chief Schatz
Borough Manager Sterner
Borough Secretary Klotz
Solicitor Nanovic-absent
Mayor Cinicola-absent
Joanne Klitsch
Mike Yeastedt
Tom Chapman
Alice Roberti
Sydney Wernett-absent
Connor Rodgers-absent
Lyle Augustine

Announcements

There is a vacancy on the International Property Maintenance Board, five-year term ending December 31, 2029. If anyone is interested, please submit a letter of interest.

There is a vacancy on the Planning Commission, four-year term ending December 31, 2027. If anyone is interested, please submit a letter of interest.

There is a vacancy on the Shade Tree Commission, five-year term ending December 31, 2029. If anyone is interested, please submit a letter of interest.

The Spring Tire & Electronics Recycling Event will be taking place on Saturday, May 9th from 7:00 a.m. until 11:00 a.m. It will be held in the Memorial Hall Parking Lot.

The Jim Thorpe Birthday Celebration will be taking place on Saturday, May 16th at 10:30 a.m. at the Monument.

A reminder for residents – pertinent information can be found on the Borough's website and Facebook page. Residents are encouraged to sign up for the All-Call system to receive information as well.

This week is Public Service Recognition Week. Mike Yeastedt thanked all of the Borough staff.

Mayor's Report

Police Chief Schatz explained Council was given a copy of the Police Report with last month's statistics.

Public Comment

Dave Gasker – He explained his contact information has changed. He discussed the updates to the America 250 PA Celebration taking place July 2nd through 5th and gave a handout to Borough Council with those updates. He donated celebration lanyards to the Fire Department Members as a thank you for their dedication and service. There will be a Social Media page going up at the end of the month for the celebration. There will be a hard copy of the celebration events taking place distributed to the residents mid-June. He discussed the scavenger hunt at the various monuments throughout town.

Josh Crownover & Alan James – Josh Crownover explained he represents SCAL and they are in the process of renovating 29 Broadway. An email was sent to Borough Council about allowing them to hook into the water system to install the fire suppression system while the EDU issue is being figured out. The renovation cannot continue any further until the fire suppression system is operating. Alan James explained tapping fee and one EDU has been paid for already.

Public Hearing

Zoning Ordinance Amendment-Data Center Provisions – Manager Sterner explained a letter was received from Carbon County Planning Commission with recommendations for the draft amendment. James Dougher explained on behalf of the Planning Commission; they recommend adding the recommendations from County Planning and to allow for both Jim Thorpe and County Planning to review the update with the recommendations included.

SALDO (Subdivision and Land Development Ordinance)

Kanick Minor Subdivision dated April 2, 2025 (revised January 28, 2026)-Easement Agreement Approval

Mauch Chunk Parking II Land Development dated January 8, 2026 (Revised April 1, 2026) Waiver Requests:
SALDO 390-51.X.(4) – Minimum size driveway culvert shall be 18" in diameter
SALDO 390-53.B.(5)(f)[6](a) – Minimum allowable drainage conveyance pipe size shall be 15" in diameter
SALDO 390-29.C.(1)(i) – Location & type of permanent monuments and markers which have been found or set in place
Stormwater 377-12.E – Storm Sewers must be able to convey post-development runoff from a twenty-five-year design storm without surcharging inlets, where appropriate

Jonathan Rogers, who is the applicant's engineer, discussed the project up until this point – Conditional Use Approval, Land Development Plans, Stormwater Management Plans, Zoning Hearing Board Variances (11 total). Most of the comments from Borough Engineer Kerry Good's latest review letter have been addressed, feedback from the Borough's Stormwater Engineer was positive, feedback from the Carbon County Conservation District was positive, and feedback from PennDOT for the HOP, which is in the process of being addressed. The proposed pipe size for the first two waivers is 12 inches. One of the markers required to be placed in the third waiver request cannot be placed due to being in the middle of the proposed driveway. The Borough's Stormwater Engineer believes based on the stormwater plans submitted, the storm sewers will be able to handle a twenty-five-year storm.

Mauch Chunk Parking II Land Development dated January 8, 2026 (revises April 1, 2026) Conditional Final Plan Approval

Action

The following items were reviewed:

JTTA Request – Inclusion of Shozo Park for Porchfest – Trish Spillman explained JTTA did not initially include Shozo Park in the initial request that has already been approved by Borough Council. Musicians would be playing there at various times from 12:00 p.m. to 5:00 p.m.

Council Work Session Meeting Minutes from April 2, 2026

Council Meeting Minutes from April 7, 2026

Expenditures from all Funds as Presented

Treasurer's Report – Manager Sterner explained the Borough is right on target year-to-date for the budget.

Ordinance 2026-02 Zoning Ordinance Amendment-Data Center Provisions – Manager Sterner explained Borough Council will not take action during the Public Hearing, just during the action portion of the agenda.

Resolution 2026-07 Housing Unit Numbering to Comply with Carbon County 911 Public Safety System – This is for a parcel on North Avenue that has not been assigned a house number yet.

Resolution 2026-08 CDBG Grant Application – Manager Sterner explained this is an annual Resolution. The funds have been allocated to the West Water Plant for equipment needed to operate the plant.

Facilities Project
Eckert Seamans Cherin & Mellott Litigation Rates for 2026 – No information at this time.

Public Works Building - NONE

Memorial Hall - NONE

Memorial Park Project
Phase I - NONE

Phase II - NONE

Center Avenue Water Main Project
Entech Engineering Invoice #101933-$4,880.00 – This is for professional services from February 27, 2026 through March 28, 2026.

Memorial Hall Insurance Restoration Project – Manager Sterner explained the electrical items are in and need to be installed and still are waiting for the fire suppression system and computers.

Chemical Bids Received – Secretary Klotz explained additional bids were received this bidding round and the amounts were significantly lower.

Memorial Hall Parking Lot Paving Bids Received – Mike Yeastedt explained a pre-bid meeting was held with interested bidders. Upon further review of the parking lot with the bidders, it was determined there would be issues with stormwater and should have the Stormwater Engineer review the area.

BRC Cable Agreement – Manager Sterner explained the dates are being updated in the agreement and nothing else is changing.

Account #3165 Payment Plan

Exoneration Request

Monthly Report (14)

Committees

America 250 PA Mini Grant-Railcar Project – Manager Sterner explained the Borough was not awarded the grant. Mike Yeastedt explained the rail car that was at the top of the Liberties was donated and the intention was to create a pocket park across the street from the Public Works Garage featuring the rail car.

2026 Lehigh Valley Chamber Main Street Grant – Manager Sterner explained the project for this grant is acquiring patriotic decorations for Memorial Hall and Memorial Park. The grant requires a 50/50 match up to $2,000.00.

Carbon County Commissioners Request-Tax Exoneration – This pertains to the Train Station because MCTC is no longer renting the building. Manager Sterner explained she posed some questions to the Solicitor and is still waiting to hear back from him. Mike Yeastedt asked if the request is for the entire property or just that portion of the building. Trish Spillman explained she can check tomorrow.

Borough Website – Manager Sterner explained the Utility Secretary was working on this project. She said she has questions that she needs answers to. She also sent the information out to Borough Council via email.

Administration
NONE

Public Service (Sewer/Sanitation/Water/Streets)
Public Works Garage Open House-July 22nd – Manager Sterner asked Council to determine what time-the Open House should be held. It was determined early afternoon would be the best time to hold it.

WTP Purchase Order-$14,777.84 for 6th Street PRV Pit – This is to replace the pressure reducing valve pit as the current one is at the end of its life expectancy and is starting to fail.

WWTP Purchase Order-$8,934.16 Replace Sewer Plant Chimney – During the Sewer Plant annual maintenance review, it was determined the current chimney needed to be replaced due to age and condition.

Keystone WWTP SCADA Contract – Secretary Klotz explained the Sewer Plant currently does not have a contract for the SCADA system and the Sewer Supervisor believes the Borough should have a contract. It would be a three-year contract. The first year would be for onboarding and evaluating the SCADA system. The last 2 years would be for periodic maintenance as needed. Due to the timing of receiving the contract, money has not been budgeted for this item. Manager Sterner explained if Council should choose to move forward with the contract, it could be paid for with capital reserve funds.

Romanchik Easement – Manager Sterner had questioned the agreement if the required deed number is Jerry's property or the Borough's paper street. This will have to be verified by the Solicitor at the Regular meeting.

Formal Request to PennDOT-Roadway Improvements on Liberty Rd/Center Ave (SR 3014)-ratify – A formal letter was sent to PennDOT requesting road improvements going up the Liberties and on Center Avenue. Conditions along these roads continue to deteriorate.

Police
2026 Multimodal Grant-Downtown Vehicular & Pedestrian Safety Project-Traffic Planning & Development Grant Assistance Proposal $4,500.00 – Manager Sterner explained the proposal would be for gathering the required information for the grant application, which she would be writing. Included in the grant application will be sidewalk and crosswalk improvements, County items are being removed, and will be looking to add a streetscape that is appropriate.

Vehicle & Traffic Ordinance Amendment-Large Vehicle Parking on Streets Restriction
Reitz Comments & Rodgers Comments
Steve Ambrose, who was in the audience, asked Borough Council if they were concerned about the visual aspect, safety aspect, or both. From a safety standpoint, there are many hills in the Borough and any trailers not attached to a vehicle could potentially roll down the hill it was parked on. Mike Yeastedt explained he agreed with some of the comments received from the Reitz's. Connor Rodgers recommendations have already been added to the draft. Manager Sterner explained Borough Council will need to discuss what they would like included in the Ordinance. Police Chief Schatz agreed with Steve Ambrose on his concerns about unhitched trailers parked on the roads.

T2 Master Agreement with UPSafety Addendum – Chief Schatz explained this is for the handheld platform. There was never a written agreement in place for IT Maintenance.

Park Mobile Agreement – Chief Schatz explained the Borough currently utilizes Flow Bird, which was recently bought out by Park Mobil. The Park Mobile system has you park in zones and whatever zone you park in, is what must be inputted. James Dougher, who was in the audience, requested the zones be different from Immaculate Conception Church who also utilizes Park Mobile. Trish Spillman, who was in the audience, questioned about what would happen to the kiosks. Chief Schatz recommended only keeping one kiosk as they reach the end of their life expectancies.

Cannarella Handicap Parking Sign Application – Chief Schatz explained he reviewed the request and explained the spot that is being requested on School Street is further away from the applicant's house than it is in their driveway off of North Street. He did not recommend approval.

National Night Out-August 4th from 6:00 p.m. to 8:00 p.m. – Chief Schatz explained he is looking for approval to use the park for the event.

Operational Plans-*Approved Events* & *Fall Foliage Weekends* – Chief Schatz explained the Operational Plans are for public safety.

Community Relations/Outreach Program-Parking Incentive Program – Chief Schatz proposed a business program and a resident program. One business a week would be granted a parking pass to utilize in any general paid parking space. The pass would be eligible from Monday through Sunday. Residents will have the opportunity to get a two-hour parking pass to use on the weekdays for one of the general paid parking spaces (if available). There will be 2 passes available and it will be on a first come, first served basis.

Nesquehoning Police Request-June 13th Big Boy Event Assistance – Chief Schatz explained Nesquehoning Police were requesting use of some of the Borough's traffic control equipment for the June 13th Big Boy event. Unfortunately, no additional officers can be spared to help Nesquehoning.

Buildings/Parks

Municipal Complex Event Parking – Manager Sterner explained that she, Chief Schatz, and Secretary Klotz evaluated the old Public Service Garage parking lot as an area for overflow parking for the high school and Memorial Park events, as well as Fall Foliage weekends. The money that could be generated could be used towards improvements to the Memorial Hall Parking Lot or to assist with funding the traffic control company.

UGI Rates – Manager Sterner explained she was contacted by Enfirm about switching to them from UGI. She explained she did not recommend switching until the conflict in Iran is over. Enfirm currently has the higher rate.

DCED Parkways & Recreation Grant-Memorial Park Phase IV

Kemmerer Park

Fine Arts Festival Request – James Dougher explained the Association is working in conjunction with JTTA to host a Fine Arts Festival on August 22nd and 23rd in the park. There would be a maximum of 35 vendors and there will be music in the pavilion. The Association and JTTA are working with the County to try to secure parking in the Annex Lot for the vendors.

Asa Packer Mansion

Christman RFA-Wedding Ceremony on Mansion Grounds September 23, 2026 – Secretary Klotz explained a couple reached out to Jim Thorpe Elopements and requested to have their ceremony on the garden terrace area of the grounds. Questions were raised, such as how many people will be at the ceremony? How flexible is the couple on the date? Do they have an alternate plan in the event of bad weather? Secretary Klotz explained she would reach out to the owner of Jim Thorpe Elopements for those answers.

Shade Tree Committee

Center Street Tree Removal Recommendation – The Shade Tree Commission reviewed a tree that the property owner had contacted the Borough about. They recommended the property owner take the tree down now before being fully leafed out or waiting until winter when the leaves have totally fallen off.

Emergency Services

JTFD-Ordinance Update – This update regards the chain of command and reporting.

JTFD-Standard Operating Procedures updates – Council explained they would like to see a composed final draft before making a decision as there have been multiple drafts that have been reviewed.

JTFD Grants-Grant Writing Services & Grant Applications – Mike Yeastedt explained Onoko retained Natasha Nau for a grant. Long term planning needs to be considered once he and Jay Miller are no longer on the Fire Department, as they are the ones who currently write the grants for the Fire Department.

Mike Yeastedt explained another proposal was received for the cracks in the floor at the Dillies. One has been received for the foundation of the building. The Fire Department is currently soliciting bids for the sign under the bay window.

Planning Commission

Zoning Ordinance Amendment-Map Update – Manager Sterner explained last month Council removed from their motion #7 and #8 of Planning Commission's recommendation letter and those parcels still need to be addressed as they are still split between 2 districts. She requested Entech sent an even more blown-up Zoning map and it was determined there are additional parcels not in the original motion that should be reviewed. She recommended Council send this back to Planning Commission for further review.

Old Business
NONE

Executive Session
Held after the meeting.

Adjourn
MOTION by Joanne Klitsch, second by Tom Chapman to **adjourn the meeting.** There were no comments. Motion carries 5-0. The meeting ended at 8:29 p.m.

Respectfully Submitted,

Brooke Klotz
Assistant Borough Manager/Secretary